

11 December 1980

MEMORANDUM FOR THE RECORD

Staff Meeting Minutes of 11 December 1980

The Director was in the chair.

STAT

The Director announced that he would be replaced as Director of the Central Intelligence Agency by William Casey. The Director also provided the names of seven other cabinet designees.

STAT

The Director passed out recommendations that he had formulated for briefings of the new DCI (attached). The Director stressed that the briefings should be brief, clear and terse.

STAT

STAT

Attachment
As stated

11 DEC 1980

Turnover Papers to be prepared by each Directorate,

Independent Office and Special Assistant

I Brief Description

One sentence description of function

people

Budget

II Organization

Title, very brief description of function,

names of head,

people and

budget for each operating component of Directorates

and all staff offices lumped into one; probably not needed for

IO's and SA's.

III Missions

IV Special emphasis over past 4 years

V Intended special thrusts over next year

(AWPs and Goals)

VI Areas of anticipated decision requirements in Feb-April.

VII Problems unique to Directorate or Office that need attention over longer run

(Not more than 4 pages for Directorates; 3 pages for others.

Attach one page issue sheets to expand on items under VI and VII

if desired. Hold papers for direct delivery to DCI-designate.)